

In Ontario, the Ministry of Training, Colleges and Universities, through its Workplace Support Services offices, helps tradespeople to obtain recognition of their trade qualifications and experience, or to enter an apprenticeship. Tradespeople who have enough related work experience to meet Ontario standards and who pass a written examination receive a Certificate of Qualification.

There are two categories of trades: those for which certification is mandatory and those for which it is voluntary.

Skilled Trades for Which Certification Is Mandatory

To work in certain trades in Ontario, you must have a Certificate of Qualification or be a registered apprentice (see section on apprenticeship, on the reverse). The following are trades for which certification is mandatory:

- Alignment and Brakes Technician
- Autobody and Collision Damage Repairer (Branch 1)
- Autobody Repairer (Branch 2)
- Automotive Electronic Accessory Technician
- Automotive Service Technician
- Electrician (Construction and Maintenance)
- Electrician (Domestic and Rural)
- Fuel and Electrical Systems Technician
- Hairstylist
- Mobile Crane Operator (Branch 1)

- Mobile Crane Operator (Branch 2)
- Motorcycle Mechanic
- Plumber
- Refrigeration and Air-Conditioning Mechanic
- Sheet Metal Worker
- Steamfitter
- Tower Crane Operator
- Transmission Technician
- Truck and Coach Technician
- Truck-Trailer Service Technician

Skilled Trades for Which Certification Is Voluntary

You do not need a Certificate of Qualification to work in various other trades in Ontario. Employers and unions in these trades may, however, ask for a Certificate of Qualification. Trades for which certification is voluntary include:

- Air-Cooled and Marine Engine Mechanic
- Arborist
- Assistant Cook
- Automotive Machinist
- Automotive Painter
- Baker
- Boat Motor Mechanic
- Brick and Stone Mason
- Cement Mason
- Construction Boilermaker
- Construction Millwright
- Cook
- Electronics Service Technician
- Farm Equipment Mechanic

- Fitter (Structural Steel / Platework)
- General Machinist
- Glazier and Metal Mechanic
- Nursery Greenhouse Worker
- Industrial Electrician
- Industrial Mechanic (Millwright)
- Industrial Woodworker
- Ironworker
- Junior Baker
- Lather
- Marine and Small-Powered Equipment Mechanic
- Mouldmaker
- Painter and Decorator (Commercial and Residential)
- Painter and Decorator (Industrial)
- Patisserie
- Pattern Maker
- Printer
- Small Engine Technician
- Sprinkler and Fire Protection Installer
- Tool and Die Maker

Steps in Obtaining a Certificate of Qualification

1. Contact a Workplace Support Services office (see list of offices, on the reverse) to book an appointment with a training consultant.
2. Bring the following documents with you to your appointment:
 - your Social Insurance Number card;
 - letter(s) from current or past employers, written on company letterhead and

dated, providing the company name and address, the exact dates of your employment, your job title, and a detailed description of your duties;

- letter(s) from the union(s) to which you have belonged (if applicable), with the same information as noted above;
- certificates, diplomas, or licences;
- official school transcripts from your training, if available, that contain course descriptions.

If your documents are not in English, they must be translated and signed by an official translator who has seen the originals. For assistance, contact the Association of Interpreters and Translators of Ontario at 1-800-234-5030.

3. The training consultant will look at your documents and tell you whether you have the necessary skills and experience to write the Certificate of Qualification examination. If your trade is a compulsory trade, you will be given a Letter of Permission, which is a temporary licence. The Letter of Permission, which is valid for 90 days, allows you to work until you write the exam. If you do not have the necessary skills and experience to write the examination, you will be advised to enter an apprenticeship training program.
4. Pass the written examination. **Note that the passing mark is 70 per cent.**

Apprenticeship

If you do not have or cannot prove that you have enough related work experience in the trade in which you would like to work, you may be required to complete an apprenticeship. Apprentices receive a specific number of hours of on-the-job training in a skilled trade. Most of the time is spent on practising skills in the workplace. The rest is spent on studying theory in a classroom, usually at a local community college.

Apprentices are responsible for finding an employer who is willing to oversee their work throughout the apprenticeship. As an apprentice, you are an employee and, therefore, you will be paid for your work. What you receive will be a percentage of the wages of a licensed tradesperson. Apprenticeship applicants can find employers in the Yellow Pages, through newspaper or Internet ads, or through unions.

To find out more about apprenticeship training, contact one of the Workplace Support Services offices listed below.

Note: Most trades require that you have the equivalent of an Ontario Grade 12 education before you enter an apprenticeship program. If you need to have your educational documents assessed, contact World Education Services through its website, at www.wes.org, or by telephone, at 416-972-0070.

Workplace Support Services Offices

Central District

Toronto	(416) 326-5800
Pickering	(905) 837-7721
Mississauga	(905) 279-7333
Barrie	(705) 737-1431

Western District

Hamilton	(905) 521-7764
Brantford	(519) 756-5197
St. Catharines	(905) 704-2991
London	(519) 675-7788
Owen Sound	(519) 376-5790
Sarnia	(519) 542-7705
Waterloo	(519) 571-6009
Windsor	(519) 973-1441
Chatham	(519) 354-2766

Eastern District

Ottawa	(613) 731-7100
Brockville	(613) 342-5481
Cornwall	(613) 938-9702
Kingston	(613) 545-4338
Pembroke	(613) 735-3911
Peterborough	(705) 745-1918
Belleville	(613) 968-5558

Northern District

Sault Ste. Marie	(705) 945-6815
North Bay	(705) 495-8515
Sudbury	(705) 564-3030
Timmins	(705) 235-1950
Thunder Bay	(807) 345-8888
Kenora	(807) 468-2879

This information has been compiled by the Access to Professions and Trades Unit of the Ministry of Training, Colleges and Universities.

For more information, visit our website at <http://www.edu.gov.on.ca> or contact us at aptinfo@edu.gov.on.ca. You may also call us on the Training Hotline at 1-800-387-5656 or at (416) 326-5656.



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Colleges and Universities website, at
<http://www.edu.gov.on.ca>.

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A Guide for Foreign-Trained Tradespeople

